

MEETING NOTICE

TO: Budget, Finance & Investment Committee

FROM: Joyce Ealy, Chairman

TIME: Thursday, August 4, 2011 – 5:30 P.M.

PLACE: Courthouse, Room 205

AGENDA

1. Approve Minutes:
 - A. June 20, 2011
 - B. June 22, 2011
2. Investment Report
3. Fund Condition Reports
4. Commissioner Allen McAdoo
5. Insurance Director
 - A. Financial Reports
 - B. Recommendation to Award Long Term Disability to CIGNA
6. Grant Contract with Tennessee Department of Health for the Provision of Local Health Services
7. Agreement with Tennessee Department of Health for the Provision of Employee's Services
8. Ambulance Service Fund Budget Amendment
9. General Fund Budget Amendments:
 - A. County Clerk
 - B. Drug Court
 - C. Domestic Violence
 - D. County Fire & Rescue Department
 - E. Sheriff's Department/Jail (14)
10. Drug Control Fund Budget Amendment
11. Other Business

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To also include items that may be forwarded by Public Works Committee or any other committee after agenda is mailed.

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cc: Commissioners
Ernest Burgess
Jim Cope
Teb Batey
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

EXPLANATION OF AGENDA ITEMS

1. The minutes of the June 20 and June 22, 2011 Budget Committee meetings will be presented for approval.
2. Mr. Teb Batey, Trustee, will present the monthly Investment Report.
3. The Finance Director will present the Fund Condition Reports for the months ending June 30, 2011 and July 31, 2011
4. Commissioner Allen McAdoo has requested to address the committee.
5. Insurance Director
 - A. The Insurance Director will be presenting the monthly Insurance Financial Reports for the months ending June 30, 2011 and July 31, 2011.
 - B. The Insurance Director will be requesting approval of a recommendation from the Insurance Committee to award the long-term disability to CIGNA effective January 1, 2012.
6. The Health Department Director will be requesting approval of an annual contract with the Tennessee Department of Health for the provision of local health services in the amount of \$1,779,900 for the period beginning July 1, 2011 and ending on June 30, 2012.
7. The Health Department Director will be requesting approval of an Agreement with the Tennessee Department of Health authorizing the State to utilize funds from Rutherford County's direct appropriation for the salary of the Director.

8. **Ambulance Service Fund Budget Amendment:**

Last Fiscal Year, the Ambulance Service received a \$20,000 grant from the E-911 Board but did not use all of the funds. The Ambulance Service Director will be requesting approval of the following budget amendment to transfer the remaining balance of \$16,000 into Travel and In-Service Training for dispatch training:

From: 118-34730 – Assigned for Public Health & Welfare - \$16,000

To: 118-55130-196 – In-Service Training - \$12,000
118-55130-355 – Travel - 4,000

9. **General Fund Budget Amendments:**

- A. The Finance Director will be requesting approval of the following budget amendment to correct the salaries for two employees. The HR Department was in the middle of reviewing the employees' salaries in the County Clerk's Office. The corrections were not received until after the budget was adopted:

From: 101-39000 – Unassigned Fund Balance - \$6,870

To: 101-52500-106 – Deputies - \$5,695
101-52500-201 – Social Security - 355
101-52500-204 – State Retirement - 720
101-52500-209 – Disability Insurance - 15
101-52500-212 – Employer Medicare - 85

- B. The Finance Director will be requesting approval of the following budget amendment to correct the salary of one person in the Drug Court's budget. During the budget process one person in the Drug Court was due a step, but it was overlooked in the budget process:

From: 101-39000 – Unassigned Fund Balance - \$1,414

To: 101-53330-189 – Other Salaries & Wages - \$1,164
101-53330-201 – Social Security - 75
101-53330-204 – State Retirement - 150
101-53330-209 – Disability Insurance - 5
101-53330-212 – Employer Medicare - 20

- C. The Domestic Violence Coordinator has submitted her resignation. Because there are sufficient funds available in the reserve account, this request is to fund the

Explanation of Agenda Items (cont'd)

payment of the accumulated leave and provide funding for additional part-time personnel to facilitate training the new coordinator:

From: 101-34520- - VAA – Restricted for Administration of
Justice/Victim's Assistance - \$8,940

To: 101-53930-189 – Other Salaries & Wages - \$5,905
101-53930-169 – Part-Time Personnel - 1,720
101-53930-201 – Social Security - 475
101-53930-204 – State Retirement - 750
101-53930-212 – Employer Medicare - 90

- D. The County Fire Chief will be requesting approval of the following budget amendment to recognize insurance proceeds received for damages to Station One that took place before June 30. The revenue rolled into the Unassigned Fund Balance, and therefore is being requested from Unassigned Fund Balance to repair the building:

From: 101-39000 – Unassigned Fund Balance - \$ 1,169
To: 101-54320-335 – Maint./Repair Buildings - \$ 1,169

- E. The Sheriff's Department will be requesting approval of the following budget amendments to recognize revenue from other Government Agencies to be appropriated for In-Service Training for Cold Case Conference the Sheriff's Department will be hosting in August; requesting to recognize revenue from MTSU to be appropriated for Other Supplies & Materials for Participation Program Award to be used for inmate classes; requesting to recognize revenue from TN Foundation for Agriculture to be appropriated for Other Supplies & Materials for the Community Garden; requesting to recognize revenue from donations to SCAN Program to be appropriated for Other Supplies & Materials; and requesting to recognize revenue from the sale of memorial bricks to be appropriated for Other Contracted Services for 911 Memorial:

Increase Revenue: 101-48130 – Contributions - \$ 7,225
Increase Expend.: 101-54110-196 – In-Service Training - \$ 7,225

Increase Revenue: 101-48130 – Contributions - \$ 500
Increase Expend.: 101-54210-499 – Jail/Other Supplies/Mat. - \$ 500

Increase Revenue: 101-44570 – Contributions/Gifts - \$ 1,700
Increase Expend.: 101-54210-499 – Jail/Other Supplies/Mat. - \$ 1,700

Increase Revenue: 101-44570 – Contributions/Gifts - \$ 576
Increase Expend.: 101-54110-499 – SO/Other Supplies/Mat. - \$ 576

Increase Revenue: 101-44130 – Sale of Supplies/Materials - \$ 1,550
Increase Expend.: 101-54110-399 – SO/Other Contracted Svc. -\$ 1,550

The Sheriff's Department will be requesting approval to amend insurance proceeds received before June 30 to replace a vehicle; to request an amendment of funds received before the end of June 30 from the Tennessee Emergency Communications Board to be used specifically for Communications In-Service Training; to request funds from the Litigation Tax for Jail, Workhouse & Courthouse Reserve to purchase a camera system for the building; to request funds remaining from the 2010-11 budget to purchase 20 new vehicles plus equipment; and to request funds from the Unassigned Fund Balance for Other contracted Services due to increase of malpractice insurance:

From: 101-39000 – Unassigned Fund Balance - \$ 9,966
To: 101-54110-718 – Motor Vehicles - \$ 9,966

Explanation of Agenda Items (cont'd)

From: 101-39000 – Unassigned Fund Balance -	\$14,434
To: 101-54110-196 – In-Service Training -	\$14,434
From: 101-34525- - JWC – Restricted for Public Safety -	\$53,545
To: 54210-707 – Jail/Building Improvements -	\$53,545
From: 101-39000 – Unassigned Fund Balance -	\$550,000
To: 101-54110-718 – Motor Vehicles -	\$550,000
From: 101-39000 – Unassigned Fund Balance -	\$ 50,000
To: 101-54210-399 – Other Contracted Services -	\$ 50,000

The Sheriff's Department will be requesting approval of the following budget transfers to correct account numbers due to revisions to the County Uniform Chart of Accounts as issued by the State Comptroller's Office:

From: 101-54110-199 – Other Per Diem & Fees -	\$27,000
101-54110-312 – Contracts with Private Agencies -	\$25,000
To: 101-54110-194 – Jury & Witness Expense -	\$27,000
101-54110-536 – Hazardous Waste Cleanup -	\$25,000

The Sheriff's Department will be requesting approval of the following budget amendments for the Administration of the Sex Offender Registry to allocate some of the overtime in the Sheriff's budget for the Administration of the Sex Offender budget:

From: 101-54110-187 – Overtime Pay -	\$ 3,400
101-54110-201 – Social Security -	210
101-54110-204 – State Retirement -	430
101-54110-212 – Employer Medicare -	50
To: 101-54160-187 – Overtime Pay -	\$ 3,400
101-54160-201 – Social Security -	210
101-54160-204 – State Retirement -	430
101-54160-212 – Employer Medicare -	50

The Sheriff's Department will be requesting approval of the following budget amendment to request appropriation of the remaining 2010 JAG funds into Data Processing Equipment and Law Enforcement Equipment:

From: 101-39000 – Unassigned Fund Balance -	\$32,260
To: 101-54110-709 – Data Processing Equipment -	\$30,135
101-54110-716 – Law Enforcement Equipment -	2,125

9. **Drug Control Fund Budget Amendment:**

The Sheriff's Department will be requesting approval of the following budget amendment for the Drug Control Fund to transfer funds within the budget to purchase a narcotics vehicle:

From: 122-54140-338 – Maint./Repair Vehicles -	\$15,000
To: 122-54150-718 – Motor Vehicles -	\$15,000

10 Other Business